

## APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE DEPARTMENT OF ARCHIVES AND HISTORY RECORDS MANAGEMENT DIVISION

TO A STREET SECTION OF THE PROPERTY OF THE PRO

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form, Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section

, (CONTROLL OCHOCHENING )	Jeografia					
FOR AGENCY USE	1. Agency Address		FOR RECORDS MANAGEMENT USE			
Application Date	Employees' Retirement S Two Northside 75, Suite	<del>-</del>	Application Number 78-29			
Application Number	Atlanta, Ga. 30318		Date Received NOV 2 2 1978	Date Completed		
				DEC 6 1978		
2. Person to Contact Jim Hartsfield	Di	Working Title vision Director		Telephone Number 656-2960		
3. Action Requested						
a. XX Establish Retention	Schedule; record will continue to accumulation; no further accumulation					
c.  Amend Application		☐ Change; ☐ Superce	de: □ Void			
4. Dates of Series Earliest Latest	5. Records Series Title (followed			,		
1950 To Date	State Employees Members	hip Account Annual	Listing Files			
6. Division and Office Function	What is the function of the	Division and the Office in	which this record seri	es is created?		
			•	,		
	,					
7. Record Series Description	This file contains the following d	ocuments (include form no	umbers and titles, if ar	ny):		
Documents relating to: de	etermining members retire	ment, refund, and	life insurance	allowances.		
·						
annual 1	Output Microfilm (office istings which list membe urance premiums, interest	rs retirement cont	ributions, sala	ry amount,		
1970 the series is in series is in bound vo succeeding years of a	is being converted to con bound paper volumes of computer printo cecords will be placed on intained in current files	annual listings. uts and on magneti COM. The bound v	From FY 1971 to c tape at DOAS.	FY 1978 the These and		
	cally by membership numbe					
8. Monthly Reference Rate	How often are records referre					
One to six months oldtwenty-five months and olde	Seven to twelve months o	ld; Thirteen t	o twenty-four months	old 1,000;		
9 Annual Rate of Accumulation	on of Records			ont accumulatio		
Letter-size drawers	Legal-size drawers	; Shelves;	Other (specify) pres	ox. 3-4 bound		

YES	NO	10.	Questionnaire	(Place an "X	" in the proper o	olumn)					
х		1	ls this the offic If not, where is		series?						
	х	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.									
Х		c. Is this a vital record? Files essential to fulfill obligations to State employees									
	X				or long term rese						
	Х	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?									
	X					published?	If yes, attach copy.				
	•	g. l	s the informati	on contained in	n this series ever	analyzed and	l/or recorded in a summarized re	port?			
	X	If yes, attach copy.									
Х		h. Is there a duplication of this series in your office, or in another office or agency?  If yes, where? Will have one central COM file in office, plus Archives security copy.									
X		i,l	s this series (or	a maior portio	n of it) regularly	microfilmen	Will be COM				
	X i. Does the record series result in a computer printout? From 1971 to 1978 file is bound computer printo 11. Retention Requirements  The following requires the series to be kept:										
11. 1	Vefelli	uon n	edniiements	1.06	e rollowing requir	es the series	to be kept:				
		te Law		0	years.	d.	Audit period	0	years.		
			flimitation	0	years.		Administrative need	50 0	years.		
	c. Fed	deral la	w		years.	f.	Federal retention instructions		years.		
	<b>A</b> 1				<b>.</b>						
,					ns. Explain admi						
			lle is need edit.	ded to prov	vide account	ability	for each members retire	ment con	tributions		
	an	u ÇE	euic.								
12. /	Appro	ved Di	sposition Instru	ections Thi	s agency recomm	ends that th	e file series be cut off at the end	of each:			
				🗖 (	Calendar Year; [	] Fiscal Yea	r; Ø OtherSee below		then,		
	_								•		
					_month(s)	•	s); then				
			_		year(s)	•					
	☐ Transfer to State Records Center; holdyear(s); then										
☐ Destroy. ☐ Transfer to State Archives for permanent retention.											
			pecify)	co for permaner	ine received.	1					
			•			4					
	Off	ice	COM Copy -				scal year; hold in cur	rent fil	es area		
	å				then destro				_		
	Sec	uric	y COM Copy			y after	creation to Records Cen	iter; hold	d 50 years;		
then destroy.  Bound Computer Printout File - Cut off file immediately; hold in current files area											
	(FY	197	l to FY 19	78)			on of COM file; then de		urou a sar		
(One-time disposition)											
							•				
			•		ā				,		
These instructions apply to all prior and future accumulations of the series.											
					•	•					
Agen	cv Hea	nd/Des	ignes (Signatu	ire)	Date	Records N	anagement Officer (Signature)		Date		
		61				1					
		W.	1 Sorri	an		1 / /	ausfiele		11-20 78		
						St	ate Records Committee (Signatu	ıre)	Date		
		dation e appr	s in para-	State Audit	tor/Designee				12-5-78		
(If dis	appro	ved, a	ttach letter	$\sim$	12	7					
or <b>e</b> xp	olanati	ion.)		Secretary of	State/Designee	(a)	race Hart		12-4-78		
N- 60		Rev 76		Attorney Ge	neral/Designee	///	Myhell		12.578		

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